

Guidelines for Permitting Meters

The following guidelines have been developed to assist in the process of permitting meters.

Licensed plumber completes application for service permit and either faxes or brings to Permits office. It is necessary to have name, address, and phone and fax number for both plumber and party responsible for bill. The customer account is created based on information included on this form within 3 days of permit issuance.

Initial inspection of the meter and box will be scheduled on the sixteenth working day after the permit is issued. (This date will be printed on your permit) The Permits inspectors will be verifying the following on the initial inspection:

Conditions of Meter Box Installation

- Construction

- Depth

- Location (no driveway or parking area without variance)

Inside of Box

- House and Street Side Curb Stops

- Flared or Compression Fittings (Ford, Mueller, MWS Approved)

- Service Line Material (no plastic in meter box)*

- Concrete Pad

Meter

ID#, Size, Type, Installation of MXU, MXU Number, ECR Number

If meter fails, re-inspection will be automatically scheduled for 15 calendar days.

Plumber and responsible party will be notified of failed inspections on the next working day by fax.

If meter passes initial inspection, final inspection is automatically scheduled for 90 days. No notice will be sent if meter passes inspection.

Effective July 1, 2007, account holder is billed cost recovery for each inspection without regard to pass/fail status. Request for change in inspection date must be faxed or e-mailed to permits office.

Inspectors will be verifying the condition of the box, meter, MXU, cement around frame and yard grade around box on the final inspection. Results of final inspections will be handled using the same process as initial inspections.

*Commercial-no plastic 36" past meter or to the backflow device